

Football Pitches Booking Policy

14th February 2023



Purpose

Biggleswade Town Council (BTC) recognises and accepts responsibility for providing an efficient booking system for football pitches and frequent grounds maintenance to ensure optimal pitch standards. This policy seeks to outline these responsibilities and highlight those that apply to the Hirer.

Sites

BTC has three sites and seven football pitches detailed below. Each is equipped with changing room facilities.

- Eagle Farm Road (no floodlights)
 - 80 x 50 yards with posts
 - 60 x 40 yards without posts
 - 40 x 30 yards without posts
- Stratton Way Recreation Ground (limited floodlights)
 - 100 x 60 yards with posts
 - 40 x 30 yards without posts
 - Training Pitch
- The Lakes (no floodlights)
 - 98 x 55 yards with posts

Pitches can be booked out through the footballing season, which runs from the end of August/beginning of September through to the end of May. The pitches are then left to recover in the months between.

Bookings

Squarespace Scheduling, an online booking system, was launched in early 2023 with all Hirers receiving private links to the facility. The system has been made private to prevent public access.

Any football clubs wishing to make a booking for the first time, should contact enquiries via enquiries@biggleswadetowncouncil.gov.uk to evidence their status as a club. A document from an accredited footballing organisation (e.g. FA) demonstrating the status of the club would suffice. After evidencing status as a club, the Hirer will be sent an agreement form setting out clear hiring conditions, which needs to be signed by both parties. At this point, the Hirer will be sent private scheduling links to allow them to book. For any difficulties with the online booking system, BTC should be contacted and are able to provide support and book on behalf of the club if necessary.

Clubs cannot book on behalf of other clubs.

Other sporting organisations, community groups and individuals can also enquire to book the pitches and these will be considered on a case-by-case basis. Decisions are at the discretion of BTC Officers and are subject to pitch conditions. Priority will always be given to Football Clubs as the intended use of football pitches.

Invoicing

After a booking is submitted, the email address used for sign up will receive an email from BTC advising of the payment required. BTC bank details will be provided and a BACS transfer should be made. Other means of payment can be accommodated in exceptional circumstances and should be discussed via email.

Cancellations and Amendments

Cancellation requests can be completed through the online booking system up to 24 hours in advance of the booking. Any refunds required following a cancellation will be administered by the accounts team shortly after the cancellation via BACS. No refunds will be provided if a cancellation is requested within 24 hours of the session start time unless there are exceptional circumstances

Amendments should be requested through the enquiries email address.

Terms and Conditions of Use

BTC highly values its staff and employees' interactions with the public. In keeping with this ethos, BTC expects that all bookings made will be carried out in full observance of mutual respect to all.

Clubs making a booking are required to fill out and sign a bookings agreement form covering their booking and associated facilities, as per Annex A.

All bookings must be made in good faith and BTC expects clubs to fulfil their booked sessions in full. In the event that clubs do not play during their allotted bookings, BTC reserves the right to charge.

All changing rooms must be returned to BTC in a fit, clean and proper condition, as they were prior to the booking, and out of respect for other users. Failure to adhere to this requirement may result in additional cleaning charges being levied on the last team which used the facilities.

In order to maintain a high standard of cleanliness, clubs which have played on the final session of the day and used the changing rooms facilities, will have the responsibility of ensuring that the facilities are returned to BTC in a clean and tidy condition.

BTC reserves the right to monitor and enforce a penalty charge or potential exclusion notice to Clubs which do not adhere to this stipulation.

Annex A – Hire Agreement

Agreement between Biggleswade Town Council and for the Hire of Football Pitches and Associated Facilities 2022-23 Season

This agreement sets out the conditions and arrangements for the hire by Biggleswade Town Council [The Council] and the Club making a booking of football pitches and facilities at Eagle Farm Road, Stratton Way and The Lakes, Biggleswade [The Facilities] managed by Biggleswade Town Council [The Council].

This agreement has been made as a special arrangement between The Council and The Club and is not extended to individuals or teams beyond the scope of this agreement.

The following terms are agreed:

1. It is agreed that The Council and The Club will communicate via the named points of contact as provided in the attached schedule for bookings and enquiries.
2. The Facilities for training and matches are required to be booked in advance and are subject to availability on a first come first served basis. This agreement does not exclude The Council from accepting bookings by other individuals or organisations.
3. The Club will endeavour to provide The Council with details of match and training fixtures as far in advance as possible to enable bookings to be secured.
4. The Council require at least one week's notice of additional pitch hire requirements to ensure that the pitch is available, has been marked out and maintained to comply with match regulations. For the avoidance of doubt, notification of pitch hire requirements does not constitute a booking until it has been confirmed by the automatically generated booking confirmation notice. The Council is unable to guarantee the availability of Facilities at short notice.
5. The Council will make every reasonable effort to ensure that The Facilities are maintained in an adequate and safe condition, including regular inspections, grounds maintenance and line marking. However, The Council is not able to accept liability for incidents and disruptions beyond its control, including but not limited to adverse weather conditions, flooding or vandalism.
6. Only one fixture is permitted to take place at the Lakes Recreation Ground at any one time.
7. Any storage of The Club's items at The Facilities will be subject to prior agreement with The Council regarding location and the length of time of storage and items are to be stored at the Club's own risk. The Club will return any keys provided for storage areas at the end of any such agreement.
8. The Facilities are not to be used for the storage of food, drink or cooking equipment. This includes barbecues, stoves or gas cylinders.
9. The schedule attached to this agreement includes details of the named points of contact for The Council and The Club, agreed Allocated Key Holders, Alternate Key Holders and individual team representatives.

10. It is agreed that the Allocated Key Holders and Alternate Key Holders are responsible for the safekeeping of keys and ensuring that Facilities are made secure after use. Representatives from the individual teams as detailed in the attached schedule will contact the Allocated Key Holder or Alternate Key Holder to arrange access to The Facilities. Under no circumstances should keys be shared or passed amongst individuals or teams or to individuals outside The Club.
11. The Club will ensure that the changing rooms and pavilions are kept clean and tidy after each use, switch off any taps and lights including floodlights before locking and leaving the premises. The Club will report to The Council any maintenance problems that may need rectifying.
12. Users understand and agree that the booking will result in the user being responsible for the safe operation of the facilities. In the unlikely event of a fire, users will notify the Emergency services by dialing 999, and BTC, providing details of the incident. Users will go to the evacuation and muster point on site and await the arrival of the emergency services. A separate fire safety document shall be provided for reference.
13. All representatives and members of The Club will ensure that the Facilities are treated in a considerate manner. The Club will also ensure that visiting teams playing against The Club treat the Facilities in a considerate manner.
14. The Club will ensure wherever possible that cars are parked in the area designated to The Facilities and have consideration for local residents.
15. For the Lakes parking area, the Club agrees to make arrangements for a representative of The Club to supervise parking so as not to obstruct the access road to the side of the car park that leads to garages and under the road bridge.
16. The fees per pitch booking are published on The Council's website. The fees for pitch hire will be reviewed in April each year.
17. Invoices will be issued to The Club's Named Point of Contact.
18. In the event of cancelled fixtures, The Club will notify The Council via the named point of contacts. Last minute cancellations must be notified to The Council as soon as possible via telephone or email. Cancellations not notified to The Council within one working day will be charged five working days after the cancelled fixture.
19. The Council reserves the right to inspect Facilities on a regular basis to ensure that The Club is compliant with the above procedures. Failure to comply with any of the above requirements may result in The Club's use of The Facilities being revoked.
20. This agreement is subject to review and either party may terminate the arrangement with a period of notice of one week in writing to the Town Council.
21. **UK Data Protection Act.** By signing this agreement it is understood that the Council may store and process personal information in order to satisfy the requirements of the booking as well as any correspondence with the Town Clerk. The Town Council retains the right to request modification on the information that is kept on record for the purpose of the booking in full compliance with the act.

NAMED POINTS OF CONTACT

The named point of contact at Biggleswade Town Council will be:

Biggleswade Town Council, The Old Courthouse, Saffron Road, Biggleswade SG18 8DL
01767 313134
enquiries@biggleswadetowncouncil.gov.uk

The named point of contact(s) at the Club making the booking will be:

ALLOCATED KEY HOLDERS

Primary Key Holder:

Alternative Key Holder(s):

TEAM REPRESENTATIVES

PAYMENT

An invoice will be sent to the email address used for the booking.

Please direct any enquiries to enquires@biggleswadetowncouncil.gov.uk.

PLEASE NOTE TO ALLOW MAINTENANCE AND RECOVERY OF FOOTBALL PITCHES AFTER THE PLAYING SEASON THERE WILL BE NO PITCH HIRE FOR TRAINING OR MATCHES FROM THE MIDDLE OF JUNE TO THE END OF AUGUST EACH YEAR.

You are not eligible to use Biggleswade Town Council facilities until a signed copy of this agreement is received.

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Signed (for and on behalf of XXXX)

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Signed (for and on behalf of Biggleswade Town Council)

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Name

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Name

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Date

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Date

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Date agreement is valid until